TO
THE RIGHT
Reuerend Father in God,
NICHOLAS, by the Diuine *prouidence, Lord Bishop of Couentry and* Lichfield: *E. W.* wisheth all the *blessings of this life, and of that which is to come.*

Right Reuerend,

I Euer accounted my selfe so much indebted to you, and by it, your Lordship so deepely euer interested in me, as that hauing not onely by long study and perusal of the Books written in this kind, attained (as I do at least hopefully conceiue) vnto a more perfect and compendious way of the abbreuiated writing by Character, *but also long practised the same to my own good, in taking many Sermons from your Lordships mouth by the space of many yeeres: I could not,*

but in token of my thankfulnes, for that good which by that practice with many I haue receiued, offer this my poore labour vnto your Lordship. Which I am made willing by the perswasion of many others, to publish (as they cõceiue) to the good of the world: the rather, for that my hope is, that when the iudgement of some, and the experience of others, vpon triall and vse thereof, shall giue it approbation, your Lordship shall not repent the honorable Patronage thereof. And so with my labour humbly offered to you, and my vnfained praiers as heartily to God presented for you, I humbly take my leaue, resting

Your Lordships in all humblenes,

EDMOND WILLIS.

The Preface to the Reader.

GReat paine and ſtudious care hath been taken by many men, to attaine to the knowledge of *Short writing*; and worthily and learnedly haue ſome of them behaued themſelues therein. Amongſt the reſt, that worthy learned man, Maſter Doctor *Bright* (in his Booke intituled, *An Art of ſhort, ſwift, and ſecret writing by Character*) hath ſhewed great learning: Wherein he diuided thoſe Charactery wordes, Alphabetically into dozens to be learned by heart, diſtinguiſhed by their formes and poſitions, which did neceſſarily require ſuch vnderſtanding and memory, as that few of the ordinary ſort of men could attaine to the knowledge thereof.

Then after him, one *Peter Bales* deuiſed to write thoſe aforeſaid charactery words, as they were diuided into dozens, by the *Roman* letter,

with certain periods, commaes, short tittles, and other markes, which were to be set about each letter in twelue seuerall places to distinguish euerie word in particular, with diuers other notes and obseruations. Which hauing done, hee changed the name thereof, and called it the Art of *Brathygraphy*: yet was it not so excellent for the cõtinuance of it in a mans memory, for that it would soone be lost, if a man did but neuer so little neglect either the repeating of the words without booke, or the writing of thẽ. Besides, the places about each letter were so many, and the difficultie so great, in placing euery period, comma, & tittle in his proper place, that if great care were not taken, a man should write one word in stead of another, & take one word for another; so that hee should scarce be able to read his owne writing, much lesse another man: which caused others, and my selfe also to seek for further knowledge therein.

There hath likewise beene great paines

paines taken in the Art called *Stenography*, by Master *Iohn Willis*, Bachelour in Diuinitie, wherein hee hath shewed great learning and Art, in such wise, as that few of the common sort of people are able (in many things) to conceiue what hee meaneth: yet such hath been the ingenious desire of some, that they haue attained to the knowledge thereof, and he is worthy to be honoured for his painfull study therein. There are others who haue *Laboured* to shew their skill, and with their *Bills* haue be-sprinkled the posts and walls of this Citie, insomuch, that it hath grown into some contempt amongst those that are iudicious: for as the old saying is, *Good wine needs no bush*. And as he that is a learned *Physician*, or skilful *Chirurgion*, needeth not like a Mountebanke, or Quacksaluer, set vp his stall at the corner of euerie street: so this Art, if it be but once made manifest to the world in print, it will (amongst the wisest sort of men) be soon approued of, or disliked, and

then what needs there any further demonstration of it, either by *Billes* or idle *Chalenges*?

For mine owne part, I must & doe confesse my selfe, but a meane scholler, in comparison of others: yet such hath beene my labour and earnest desire for these fourteene yeeres past, to attaine to some perfection in this Art, that I haue not failed to seeke to all men, that haue made any profession of teaching the same in this Citie. Besides, I thinke I haue written as much with mine own hand in that kind, as any man in this Citie; yet could I neuer find any perfection or plainnesse of rule wherby to manifest it to others, vntill now of late.

And now hauing (by Gods mercy vouchsafed mee) found out a plaine and easie way, whereby the meanest of capacitie, that can but vse the pen in any reasonable sort, may performe the same, I thought my selfe bound in conscience, not to conceale so excellent and profitable an Art, so plaine in euery point, & so grounded

vpon

vpon the *Alphabet* thereof, with such reason to be spelled and read: as that I hope (through the assistance of him who is all-sufficient) it will become profitable to many thousands in time to come, when one shall be able to read the writing of another man, as well as if he himselfe had written the same: which was one especial motiue that induced mee to make diuulgement thereof. Another motiue was, the consideration of the great abuse offered to many, that haue been desirous to learne, by some, who so soon as they haue attained to a little knowledge, either by a few papers stolne out of another mans study, or by a little seruice to one that hath knowledge therein, they presently become Teachers of others, when they are yet to learne themselues. This I am able to speake by good triall I haue made of some of them; therefore I doe aduise euery man to beware of such.

But it may be some wil obiect, that I write this against such, the more to enroll

exroll my selfe: and haply they will say, that peraduenture the like inabilitie may be in mee. To which I answere, that if any man shall make doubt of my sufficiency herein, I shal (God permitting) be ready to shew the contrary: for I should be much ashamed of so grosse an imperfection. Hee that searcheth the hearts, knoweth that I speake this, for no other respect but that the truth may appeare.

And I do (in all Christian loue) entreat & beseech all men that haue studied any better form of *writing* then this, to make it manifest to the world as I doe mine, that others may bee bettered by it: for what profit is there in a *treasure that is hid?*

For mine owne part, I haue not herein concealed any thing to my selfe by way of reseruation, as if by my booke I would inuite men to come to mee to learne, and to teach them some further knowledge therein. *No such matter*: I praise GOD I haue another calling, wherein God hath

hath placed mee, and to which I doe apply my self, hauing therby (through Gods blessing) sufficient meanes. But whosoeuer is desirous to learne, may by the rules of this Booke, which are very short and plaine, be sufficiently instructed to the performance thereof, without any other Teacher. Nay (which is more rare) he may by one little *Table*, contracted & composed together in this book, see as in a Perspectiue glasse, the whole frame and fabrick of this Art; and be enabled thereby, easily to compose and frame any English word whatsoeuer to his great delight and reioycing.

Which thing, seeing it hath not beene performed by any heretofore, for ought that I haue heard of, why then (as I sayd before) should it be concealed? But such are the times wherein we liue, that if a man seek by this, or the like to doe good, and to make others partake of Gods blessing with him, he shall vndergoe a multitude of vncharitable & enuious censures, as, to be the Trumpet of his owne

owne praise, of vaine-glory, of want of learning, and the like.

Howbeit, I passe by all these, hauing the testimony of mine own conscience, which is more to mee then a thousand witnesses, that my onely ayme in this, is the glory of God, and the good of his Saints. And such is my desire and prayer, that as the holy and meek *Moses* wished all the Lords people were Prophets, when one told him that *Eldad* and *Medad* did prophecie in the hoste: So doe I wish & also pray to GOD, that as many of Gods people as desire the knowledge of this Art, may attaine thereunto: Of which I make no question through his blessing, & by reason of the plainnesse and easinesse thereof. So craving pardon for my tedious discourse, I leaue to trouble thy patience any further, and rest Thine,

Num. 11. 29.

E. W.

In Commendation of Master WILLIS *his Booke.*

THE Hand that helps the Head,
In Comfort of the Heart,
That may be Writ, and Read,
By a Compendious Art,
In faire effects doth proue,
A gift from God aboue:

And he that tooke the paine,
And ſtudy in the ſame,
Deſerueth well to gaine
A wel-deſeruing fame:
Giue *Willis* then his right,
Who brought this worke to light.

N. B.

In Laudem Authoris.

That which ſo many haue deſir'd to gaine,
By Wit and Labour of the mind and braine,
And yet could not, by Reaſons carefull eye
Find where the depth of Truth's perfections lye:
Thou haſt by Art, vpon ſuch Iudgement grounded,
And ſo euen a Method haſt propounded
By Characters, to write with ſuch a Speed,
As may of All, be thought a worthy Deed:
In which Rare Art, may well be vnderſtood,
How Willis *will, it to doe all men good.*

Martin Billingſley.

The Alphabett consisting of 24 leading letters and 5 small.

The double Consonants for ye beginning of words drawne from ye Alphabet are these

1

a — a		
b — b		
c — c		
d — d		
e — e		
f — f		
g — g		
h — h		
i — i		
k — k		
l — l		
m — m		
n — n		
o — o		
p — p		
q — q		
r — r		
s — s		
t — t		
v — v		
w — w		
x — x		
y — y		
z — z		

2

bl — l	
br — b	
cl — c	
cr — c	
ch — ſ	
dr — d	
dw — ȝ	
fl — f	
fr — f	
gl — g	
gr — g	
gu — g	
kn — n	
pl — p	
pr — p	
ph — p	
qu — q	
ſc — ſ	
ſcr — ſ	

3

Sh — ſ	
Shr — ſ	
St — ſ	
Sk — ſ	
sm — ſ	
sn — ſ	
sp — ſ	
spl — ſ	
spr — ſ	
squ — ſ	
st — ſ	
str — ſ	
sw — ſ	
tr — t	
th — ȝ	
thr — ȝ	
tw — t	
wh — h	
wr — r	

The seuenall places of fiue single vowells & seaven Diphthongs placed about this letter b are to be conceived perfectly in ye minde

ai ea
a
ee e
i
oi
oo o
u
au ou

Terminations for ending of words drawne likewise from the Alphabet

4

dg — ʒ
ld — ɯ
lf — ɯ
lk — ɯ
lp — ɯ
lt — ɯ
lth — ɯ
mbl — ɭ
mp — ⌣
mpl — ⌣ɭ
nk — ⌢
nch — ʒ
nd — ɔ
ng — ⌒
ngth — ⌒ɯ
nt — ⌒
nth — ⌒ɯ
pl — ∿ɭ
rb — ɔ
rk — ɾ
rm — ɲ
rn — ɾ
rs — ɾ
rsh — ɾ
rt — ɾ
rth — ɾɯ
tr — ⌣
xp — ⌢

Preparations for beginning of Long words

5

ab — ⌒
ac — ⌒
ad — ⌒
an — ⌒
as — ⌒
at — ⌒
be — ⌒
com — ⌒
con — ⌒
de — ⌒
dis — ⌒
im — ⌒
in — ⌒
ob — ⌒
per — ⌒
pre — ⌒
pro — ⌒
re — ⌒
sub — ⌒
super — ⌒
mid — ⌒
under — ⌒
trans — ⌒
circum — ⌒

Terminations for ending of long words

able — ⌒
angle or cle — ⌒
ect — ⌒
ment — ⌒
ness — ⌒
tion — ⌒
ful — ⌒
soever — ⌒

The Characters for ending of words drawne likewise from the Alphabet

4

bg — 2
bf — 3
lf — 7
lg — 8
lg — 6
lf — 4
lf — 4
lch — 4
nch — 5
ng — 6
ngf — 6
nk — 5
nch — 3
nd — 3
ng — 7
ngth — 7
nk — 7
nth — 7
ph — 10
rch — 9
rk — 9
rm — 8
rn — 7
rr — 11
rsh — 12
rt — 11
rth — 11
rv — 12
rp — 12

Propositions for ye beginning of Long words

5

ab — 1
ac — 2
ad — 3
an — 4
as — 5
at — 6
be — 1
com — 9
con — 2
de — 3
dis — 3
im — 4
in — 2
ob — 4
per — 8
pre — 9
pro — 9
re — 11
sub — 10
super — 8
mis — 8
vnder — 11
trans — 9
circum — 9

Terminations for ending of long words

able — 1
acie or acie — 2
ith — 9
ment — 3
nes — 3
tion — 2
ous — 4
Sacuer — 9

AN ABBREVIATION of Writing by Character.

Chap. 1. *Sheweth the Alphabet of* Characters.

AS in *Writing* there is an *Alphabet* of letters first to bee learned: so in the attaining to this Art of abbreuiation of *Writing*; you must vnderstand, that there is an *Alphabet* of Letters and *Characters*, which representeth the *Alphabet* of our English letters. The *Alphabet* of *Characters* are those which are placed in the first Column of the *Table*: those *Characters* must be learned very perfitly, because from them are deriued other *Characters*, which are for beginning of words, called

called *Double Consonants*, and likewise *Characters* which are for ending of wordes, called *Terminations*.

Chap. 2. *Sheweth the* Double Consonants, *how they are made.*

THE *Characters* vvhich are for the beginning of words called *double Consonants*, are those which are placed in the 2. and 3. columne of the *Table*; those *Characters* are deriued from the aforesaid *Alphabet*: and they are made by ioyning the *Character* of the latter letter, to the foote of the *Character* of the former letter; as may plainely appeare by the said *Characters* in the said 2. and 3. columne of the *Table*, if you care-

carefully marke the making of them; in which you muſt bee very perfect.

Chap. 3. *Sheweth the making of the* Terminations.

THE *Characters* which are for ending of words, and called *Terminations*, are thoſe which are placed in the 4. columne of the *Table*, deriued and made likewiſe frō the foreſaid *Alphabat* of *Characters*, and the making of them are thus to be conceiued, by ioyning two or three *Characters* together; as you may perceiue by the making of them. All theſe aforeſaid *Characters* muſt be learned and conceiued very perfectly in mind, whereby you may readi-

ly

ly make vſe of them vpon any occaſion.

Chap. 4. *Sheweth the places of fiue ſingle* Vowells, *and ſeuen* Dipthongs, *about the letter* b. *or about any other letter or Character.*

THE *Characters* aforeſaid, beeing ready and perfect in your minde, you are then to proceed to the learning of the places of 5. ſingle *Vowels*, and 7. *Dipthongs*, as they are placed about the letter *b.* in the foote of the *Table*, on the left hand, as by the places about the ſaid letter more plainely appeareth. The ſeuerall places are to be knowne as followeth.

The place of the vowel *a.* is direct-

directly ouer the head of a letter or Character.

The place of the vowell *e.* is euen with the head of a letter or Character, on the right hand.

The place of the vowell *i.* is in the middle of a letter or Character, on the right hand.

The place of the vowell *o.* is euen with the foote of a letter or Character, on the right hand.

The place of the vowel *u.* is directly vnder the foote of a letter or Character.

So much for the places of the Vowels.

The place of *ai.* the Dipthong, is sloping ouer the head of a letter or Character, on the left hand.

The

The place of *ee.* the Dipthong, is euen with the head of a letter or Character, on the left hand.

The place of *oi.* the Dipthong, is in the middle of a letter or Character on the left hand.

The place of *oo.* the Dipthong, is euen with the foot of a letter or Character on the left hand.

The place of *au.* the Dipthong, is sloping vnder the foote of a letter or Character, on the left hand.

The place of *ou.* the Dipthong, is sloping vnder the foote of a letter or Character, on the right hand.

The place of *ea.* the Dipthong, is sloping ouer the head of a letter or Character, on the right hand.

So much for the places of the Dipthongs.

The places of theſe Vowels & Diphongs, muſt be learned ſo perfectly, that you may be able readily to conceiue their places about any other letter or *character*, without looking vpon your example.

Chap. 3. *Sheweth how to abbreuiate a word of one ſillable.*

THE places of 5. *ſingle Vowels*, and 7. *Diphongs* beeing perfectly conceiued and learned, you are fitted and prepared to go on forward to the practiſing of writing ſhort wordes of one ſillable, which is done after this maner:

Firſt, you muſt marke vvith what letter the word beginnes withall, that you would write

short: the *character* of that letter you must first write downe: hauing written downe the *character* of the first letter, thē you must mark what *vowel* or *vowels* doe next follow that letter: thē find the *Vowel* or *Dipthongs* place, and in the *Vowel* or *Dipthongs* place, put down the *character* of the next letter.

Example of words for your better instruction.

And first, for the abbreuiating of this word *man*, the first letter you knowe is *m*. the *character* of *m*. which is this \ you must write downe thus \ the next vowel following *m*. you know is *a*. the place of *a*. you must find out, which is directly ouer the

the head of the *character* of *m*.

The next letter following the vowell is *n*. the *character* of *n*. which is this - you muſt write down in the place of the vowel *a*. thus ⌐ and ſo the word is expreſſed.

God, thus ⌐ *faith*, thus ⌐ *foile*, thus ⌐

had, thus ⌐ *feare*, thus ⌐ *foule*, thus ⌐

him, thus ⌐ *feed*, thus ⌐ *foote*, thus ⌐

And ſo likewiſe of all other words that begin with one *conſonant*, and end with one *conſonant*.

But if words that you would write ſhort, begin with two or three *conſonants*, and end with one, two, or three *conſonants*, then you muſt for thoſe *conſonants* frame a *character* frō the

Table, both for the beginning and ending of ſuch words.

And for your better inſtruction and vnderſtanding herein, take an example of ſome fewe words for many.

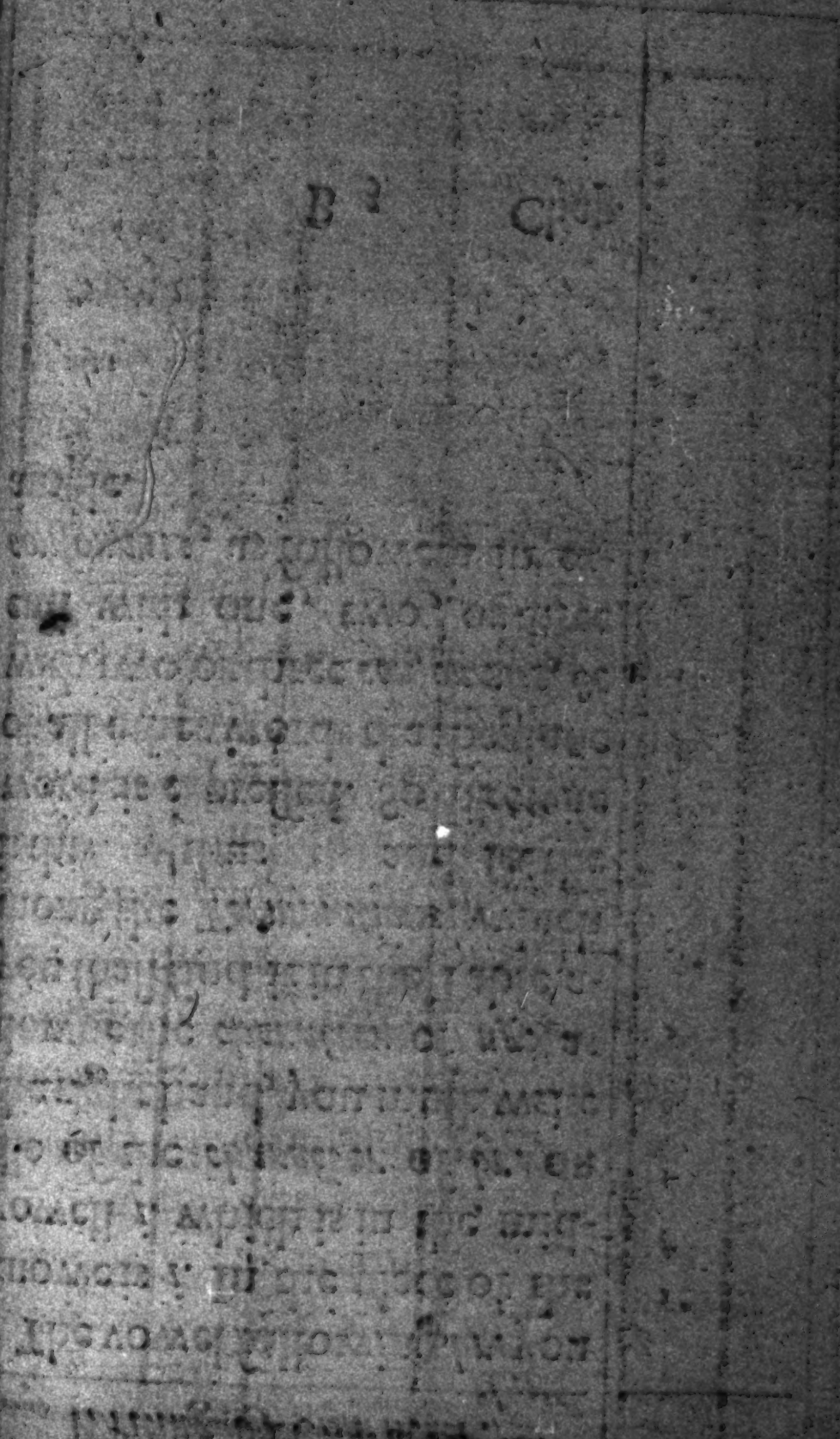
And firſt, for this word *Bring*, which begins with two *conſonants*; and ends with two *conſonants*. The firſt letters of that word are *br*.

The *character* for *br*. you muſt make as it is in the Table of the double *conſonants*.

Hauing made, and ſet down a *character* for *br*. then go forward in the writing of the word ſhort.

The

The vowel following *br.* you knowe is *i.* In the place of the vowell *i.* which is in the middle of the *character* of *br.* on the right hand, you muſt write downe the *character* of *ng.* as you ſhall find it in the Table among the *Terminations*, vvhich is this ⌐ thus ⌐ and ſo the word is expreſſed. So likewiſe of all other words that beginne with two or three *conſonants*, & end with one, two, or three *conſonants*, as followeth in example.


B
C

blame —	b		shall —	s
breake —	b		shrinke —	s
blame —	b		smite —	s
change —	c		snare —	s
crime —	c		spell —	s
christ —	c		splint —	s
dreame —	d		spring —	s
dwell —	d		square —	s
fling —	f		stand —	s
from —	f		straine —	s
glad —	g		sweare —	s
great —	g		that —	t
ground —	g		through —	t
knowrak —	k		truth —	t
please —	p		twinne —	t
praise —	p		which —	w
quake —	q		where —	w
scorne —	s		write —	w
scribe —	s		wrong —	w

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Chap. 6. *Sheweth how to write a word of one ſillable, that endeth vpon a vowell.*

AND for your better direction, you muſt mark, that whē a word begins with a *conſonant*, & a *vowel* following, and no other letter followeth, then you muſt expreſs that word by ſetting a *period* in the *vowels* place:

Example in theſe words.

by, thus ˙ *cry*, thus ˘ *die*, thus ˙

doe, thus ˙ *foe*, thus ˙ *goe*, thus ˙

loe, thus ˙ *my*, thus ˙ *me*, thus ˙

And ſo of all other like words of one ſillable.

Chap.

Chap. 7. *Sheweth the writing of words that begin with a vowell.*

YOV muſt note, that when a word of one ſillable begins with a *vowell*, and a *conſonant* next following, & no other letters in the ſame vword; then you muſt ioyne the *character* of the *cõſonant* to the *character* of the *vowell*:

Example in theſe words.

all, thus ⌒ *am*, thus ⌒ *an*, thus ⌒

and, thus ⌒ *at*, thus ⌒ *as*, thus ⌒

are, thus ⌒ *art*, thus ⌒ *ask*, thus ⌒

Likewiſe, if a word of more ſillables then one, begin with a *vowell*, then you muſt ioyne the *character* of the next *conſo-*

nant

nant to the character of the vowell, as aforesaid: and look what other vowels, or consonants next follow, you must put the character of the next consonant, or consonants, in the vowells place, as is before shewed.

Example in these words.

againe, thus *agree*, thus

abound, thus *about*, thus

accept, thus *accuse*, thus

accord, thus *effect*, thus

offer, thus *offend* thus

vpon, thus *vpright* thus

And so of all other like words.

1. Thus haue I shewed by plaine demonstration, how to abbre-

abbreuiate a word that begins with one *consonant*, & ends vpon one *consonant*;

2. That begins with two or three *consonants*, and ends with one, two, or three *consonants*;

3. That beginnes with a *consonant*, and ends vpon a *vowell*;

4. That begins with a *vowell*, and ends with a *consonant*.

5. And also, that beginnes with a *vowell*, and ends vpon a *vowell* and a *consonant*, as they are plainly before expressed.

Chap. 8. *Sheweth the vse of the Prepositions, which are for the beginning of long words.*

THE next rule is to shewe how words of many sillables are to bee abbreuiated;

uiated; & for that purpose, you haue in the 5. columne of the Table, *characters* called *Prepositions*. Some of those *Prepositions* are deriued from the *Alphabet*, as you may perceiue, if you marke the making of them.

Those *characters* called *Prepositions*, must be learned very perfectly, for they are of admirable vse for the expressing of long words. The vse of them is as followeth;

First, that what word soeuer begins with any of the *Prepositions*, the *character* of that *Preposition* must be first set downe: then mark what letter or letters do next follow, the *character* of that letter or letters must bee ioyned to the *Preposition character*.

Exam-

Example of words.

And first, for this word *Compell*, which begins with a *Preposition*, the *character* of *com*, which is this ꝯ you must first write downe thus ꝯ

The next letter following is *p*. the *character* of *p*. which is this ꝑ you must ioyne to the *character* of *com*, thus ꝯꝑ

The next vowell following is *e*. In the place of *e*. which is euen with the head of the *character* of the Preposition *com*, on the right hand, you must put the *character* of the next letter, which is *l*. thus ꝯꝑ· And so the word is expressed.

Consent, thus ꝯ *condemne*, thus ꝯ And so vpon all other wordes, as followeth in example.

Pri-

Primatiue wordes compased of the Preposicions, vnto whiche may be added the Terminations for Long wordes.

Ascende	—	ע		professe	—	פ
attend	—	ת		promise	—	צ
amend	—	א		obserue	—	ש
abound	—	ל		submit	—	ד
admire	—	ר		superstition		ש
aduance	—	ב		misconster	—	ב
become	—	ב		disgrace	—	ד
beginne	—	ב		intende	—	ת
compasse	—	כ		inuent	—	ו
consume	—	כ		imploy	—	ב
declare	—	ד		vnderstande		ו
regarde	—	ר		transforme	—	ר
reforme	—	ר		translate	—	ת
permission	—	ר		circumcize	—	ב
present	—	ר		circumstance		ב

Wisedome knowledge and vnderstanding of the Lorde are of the Lorde: Loue and good workes come of him.

The same by Characters.

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Further you must know, that there be eight Characters more to be learned, called *Terminations*, which are onely for ending of long words; as you shal find them expressed in the foote of the Table on the right hand, & they are of great vse.

Obseruations to be marked and remembred in the practising of this Art, as followeth.

FIrst note, that in the vvriting of this Art, you must vnderstand, that you are somtime to write the Primatiue part of a word for the Deriuatiue, and the Singular number for the Plurall, as *learne* for *learning* or *learned*, *haid* for *hands*, *land* for *lands*, and such like: and this

this cannot be auoided without much tediouſneſſe to the Art.

Note alſo, that whē *ck* comes together in the end of a vvord or ſillable, you are to vſe but one of them, becauſe they carry both one ſound.

Note, that when two letters of one nature come together, you muſt vſe but one of them, as in theſe words, *effect*, *common*, and the like.

Note, that when *ay. oy. aw. ow.* come together, in ſtead of them you muſt vſe the place of *ai. oi. au. ou.*

Note, that when two vowels come together in a word, and but one of them ſounded, then that vowell that is leaſt ſounded, muſt be left out, as *a.* in *load*, *o.* in *people*, *ea.* in *beauty*, *i.*

in

in neither, and such like.

You maie likewise if you please for your better speede in writing vse these Characters for words as followeth

doe — ɔ	lord — ᵘ	their — ɾ	so — s
ye — e	of — ɣ	hee — h	vnto — v̄
not — ¬	all — ⁿ	did — d	ous — v̄s
se — s	to — ˡ	it — ɾ	nowe — n̄
that — (	mee — ɔ	vpon — v̄	it is — ɪ
Jesus — J	you — ʸ	them — ᵐ	if — ɣ
Christ — C	yours — ʸ	for — z	twee — ɔ
is — s	with — ʸ	ever — ᵉ	be — d
our — c	out — ɣ	but — (	his — h
god — ɡ	thy — ᵗ	then — ɾ	by — ᵇ
king — ᵏ	will — ˡ	howe — h	the — /
and — -	or — ᵉ	is it — ɪ	holy ghost — hɡ

These aforesaid words have beene collected out of the Scripture, and therein observed.

I haue further obſerued by my long practice in this Art, that in moſt words that begin with a double *Conſonant*, the ſecond letter is for the moſt part *l.* or *r.* except when the word beginneth with *s.* or ſome two or three other letters.

Againe I haue alſo obſerued, that when any of theſe *Conſonants*, viz. *b. l. m. n. r.* do begin any word whatſoeuer, the next letter following is alwaies a vowel.

Againe in the writing of Sermons, Orations or other ſpeeches, you ſhall find great helpe in vſing theſe obſeruations, *viz.* That when any place of Scripture or Author is cited, or any Statute, to take the number of the Chapter and verſe, and refer

the reſt to your booke at your leaſure. So ſhal you be prepared for further matter.

And for the more plainneſſe in reading this Art, you muſt keepe your ſtops: and for that purpoſe vſe theſe ſtrokes following, *viz.* for a comma this ſtroke / for a full point, this // and words included within a Parentheſis, thus ()

And for your better perfection in this Art, take one obſeruation more from mee, vvhich is this: That when you are in company, & heare a word ſpoken, doe but conſider in your mind, how you would expreſſe the ſame in writing; and the cuſtome of this will bring you

to great readineſſe, when you ſhall haue occaſion to write: as I my ſelfe by good experience haue found.

Thus haue I (*Gentle Reader*) with as much breuity as may be, laid down ſuch plain & eaſy Rules for the performance of this ART, as that whoſoeuer wil but practiſe them, may with little paines attaine to ſuch perfection therein, as (through Gods bleſſing) ſhall yeeld him great comfort and contentment.

VALE.

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